



Informational Guideline Release

Municipal Data Management and Technical Assistance Bureau
Informational Guideline Release (IGR) No. 2003-302
August 2003

FISCAL YEAR 2004

PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS

This Informational Guideline Release provides municipal and regional school officials with information on the FY04 payment schedule for Cherry Sheet programs.

If you need any additional information, please call Lisa Juskiewicz at (617) 626-2386 or Jared Curtis at (617) 626-2320 of the Municipal Data Management and Technical Assistance Bureau.

Topical Index Key:

Cash Management
Local Aid

Distribution:

Accountants/Auditors
Municipal/Regional School Treasurers
Regional School Business Managers

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FISCAL YEAR 2004

PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS

This guideline provides municipal and regional school officials with information on the dates they can expect payments for Fiscal Year 2004 Cherry Sheet programs. In addition, this guideline explains how assessments will be deducted from local aid distributions. This information will be useful in cash flow analysis.

**Municipal Data Management/
Technical Assistance Bureau**

Frederick Kingsley, Chief

FY04 Cherry Sheet Programs Payment Schedule

Receipts

Program

Timing of Payments

Chapter 70	Quarterly
Regional School Transportation	Semiannually, December & June
School Construction	Annually
Retired Teachers' Pensions	Annually, September
Charter Tuition Assessment Reimbursement	December, March & June
Racial Equality	Quarterly, on request
School Lunch	Monthly
School Choice Receiving Tuition	December, March & June
Essex County Technical Institute Receiving Tuition	Quarterly
Lottery	Quarterly
Additional Assistance	Quarterly
Local Share of Racing Taxes	Quarterly
Regional Public Libraries	Monthly or Quarterly
Police Career Incentive	Annually, January
Urban Renewal Projects	Semiannually, December & June
Veterans' Benefits	Quarterly
Exemptions: Veterans, Blind Persons & Surviving Spouses	Annually, after filing
Elderly Exemptions	Annually, December
State-Owned Land	Annually, November
Public Libraries	Annually or Semiannually

Assessments

For cities and towns, cherry sheet assessments (Form C.S. 1-EC) will automatically be deducted from quarterly local aid distributions. One quarter ($\frac{1}{4}$) of the State Assessments and Charges, Transportation Authority programs (Lines B-1 through C-3) and Essex County Technical Institute Sending Tuition program (Line E-3) will be deducted from a community's quarterly local aid distribution. One third ($\frac{1}{3}$) of the Tuition Assessments (Lines E-1 and E-2) will be deducted from a community's December, March and June quarterly local aid distributions.

In addition, one item from Annual Charges Against Receipts will be deducted from a community's quarterly local aid distributions as follows:

1st quarter: Multi Year Repayment Program (Line D-1)

3rd quarter: STRAP Repayments (Line D-3)

4th quarter: Special Education (Line D-2)

County assessments (Line A) are paid directly to the county by the city or town. However, communities in the former Hampden and Worcester counties will have their assessments deducted from their quarterly local aid distributions.

For regional school districts, cherry sheet charges (Form C.S. 2-ER, Lines 11A and 12A) will be deducted from quarterly local aid distributions as follows:

1st quarter: Multi Year Repayment Program (Line 11A)

4th quarter: Special Education (Line 12A)

For regional school districts, cherry sheet charges for School Choice and Charter School Tuition (Lines 13A and 14A) will be deducted from the December, March and June quarterly local aid distributions.